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Reference No. 2023-3-13
March 10, 2023

MEMORANDUM FROM THE DIRECTOR

TO : **ALL BAR PERMANENT OFFICIALS AND EMPLOYEES**

SUBJECT : **SUBMISSION OF SWORN STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALNS) FOR CY 2022**

Pursuant to Section 8 of Republic Act No. 6731 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 7 of Republic Act No. 3019 or the Anti-Graft and Corrupt Practices Act, <u>all public officials and employees are mandated to file their Statements of Assets, Liabilities and Net Worth (SALN) every end of the calendar year.</u>

For CY 2022, all DA-BAR officials and employees occupying plantilla positions are required to submit their respective **SALNs as of December 31, 2022**. Please **submit three (3) original copies to the Human Resource Management Unit (HRMU) on or before April 30, 2023**.

The prescribed SALN form can be downloaded from https://web.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/193-statement-of-assets,-liabilities,-and-net-worth-saln-form-for-the-year-2012-and-onwards.html. Attached also is a copy of the CSC's compilation of frequently asked questions (FAQs) on the SALN to assist everyone in filling-out their respective sworn SALN forms.

Please be reminded that failure of an official or employee to submit his or her duly accomplished SALN is punishable under Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service, with following penalties:

1st offense - Suspension for one (1) month and one (1) day to six (6) months
2nd offense - dismissal from the service

For your information and compliance.

JOELL H. LALES

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